

## Policy & Resolutions

### Committee Responsibilities:

- ✦ Solicit and receive any statements of new or revised policy from the membership or its committees.
- ✦ Solicit resolutions from the membership affecting the work of the organization, and refer them to the Executive Committee and membership for appropriate action.
- ✦ Submit such statements for publication in the Mid-Year or Annual Meeting agenda, and discuss at the annual meeting.
- ✦ Publish and transmit approved policy statements and resolutions to appropriate parties in cooperation with Association Secretary.

### Monthly Duties:

*September:* Transmit copies of approved resolutions and policy statements to appropriate persons from previous year's annual meeting.

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:* Request suggestions from general membership for any resolutions or policy statements.

*March:* Request agenda time from chair of Mid-Year meeting, if needed.

*April:* Discuss any suggestions at Mid-Year meeting.

*May:*

*June:*

*July:* Request suggestions from general membership for any resolutions or policy statements. Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:* Discuss submitted policy statements and resolutions at Annual Meeting as appropriate.

**Important Deadlines:**

- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A